

NOTICE OF MEETING

LAW COMMITTEE

March 15, 2018 - 4:00 PM

Law Enforcement Center
525 North 6th Street
Sheboygan, WI 53081

LEC-West Conference Room

Agenda

- Call to order
- Pledge of Allegiance
- Certification of Compliance with Open Meeting Law
- Approval of Minutes
- Correspondences/Communications
 - Jail Population
- Public Comments

District Attorney

- 2017 4th Quarter Variance Report
- 2017 Annual Report

Sheriff

- Consideration of repairs to Squad 47
- Consideration of budget adjustments for grants
- Consideration of declaring overdue fees uncollectible
- Consideration of Vacant Position Request for Correctional Assistant

- Consideration of vouchers
- Consideration of attendance of members at other meetings or functions
- Reports on meetings attended
- Adjourn

Prepared by:
Jodi LeMahieu
Recording Secretary

Vern Koch
Committee Chairman

Note: persons with disabilities needing assistance to attend or participate are asked to notify Jodi LeMahieu, 459-3895, prior to the meeting so that accommodations may be arranged.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

SHEBOYGAN COUNTY LAW COMMITTEE MINUTES

Law Enforcement Center
525 North 6th Street
Sheboygan, WI 53081

LEC-West Conference Room

March 1, 2018

Called to Order: 4:00 PM

Adjourned: 4:25 PM

MEMBERS PRESENT: Chairman Vernon Koch, Secretary Fay Uraynar, Member Robert Ziegelbauer

MEMBERS ABSENT: Vice Chairman Thomas Epping, Member Libby Ogea

ALSO PRESENT: Jim Risseeuw, Chad Broeren, Mary Fetterer

Call to Order

Chairman Koch called the meeting to order.

Pledge of Allegiance

All in attendance recited the Pledge of Allegiance.

Certification of Compliance with Open Meeting Law

Chairman Koch certified compliance with the open meeting law. The agenda was posted at 1:55 p.m. on February 27, 2018.

Approval of Minutes

Motion by Uraynar, second by Ziegelbauer, to approve the minutes from the previous meeting. Motion carried unanimously.

Correspondences/Communications

Inspector Risseeuw informed the Committee members of the jail population.

Public Comments

Supervisor Uraynar addressed the Committee reference bullying within our County government. She also provided a handout she wrote reference the topic.

Clerk of Circuit Courts

The 4th Quarter Variance Report was accepted by the Committee for information.

Sheriff

Motion by Ziegelbauer, second by Koch, to approve the wage for Lieutenant of Criminal Investigations Division. After discussion, motion carried 2-1 with Uraynar voting no.

Motion by Uraynar, second by Ziegelbauer, to approve the Town of Wilson contract for 2018. After discussion, motion carried unanimously.

Motion by Ziegelbauer, second by Uraynar, to add 2.5 deputy positions for courthouse security to the Table of Organization. After discussion, motion carried 2-1 with Uraynar voting no.

Motion by Uraynar, second by Ziegelbauer, to approve the additional Life Saving Award for annual Awards Banquet. After discussion, motion carried unanimously.

Vouchers

Motion by Uraynar, second by Ziegelbauer, to approve the vouchers. After discussion, motion carried unanimously.

Approval of Attendance at Other Meetings or Functions

No committee members requested approval for attendance at other meetings or functions.

Reports on Meetings Attended

Chairman Koch reported on the EMS and EMD meetings. Supervisors Ziegelbauer and Uraynar reported on a Fair Maps meeting.

Adjournment

Motion by Ziegelbauer, second by Uraynar, to adjourn. Motion carried unanimously.

Jodi LeMahieu
Recording Secretary

Fay Uraynar
Committee Secretary

**VARIANCE REPORT FOR DEPARTMENT -- DISTRICT ATTORNEY
FOR THE QUARTER ENDING 12/31/2017**

G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE	POSITIVE/ NEGATIVE
Intergovernmental Revenues			
State Grants	8,758.26	Victim Witness reimbursement for first quarter was more than anticipated, resulting in a positive variance.	Positive
Personnel Related Expenditure			
Wages	15,724.85	Positive variance due to vacant position	Positive
Benefits	4,481.89	Positive variance due to vacant position	Positive
Operating Expenses			
Purchased Services	(7,477.85)	Higher number of Doctors testimony and /or examinations needed for Jury Trials or court hearings as well as an increased amount of Out of County Process Service Fees, created a negative variance.	Negative
General Operating	(3,120.72)	Purchase of standing desk for Prosecutor due to Reasonable Accommodation request/approval in addition to higher amount of deposition transcripts required for TPR Jury Trials, created a negative variance.	Negative
Interdepartmental Charges			
Employee Related Insurance	24,486.67	Employees Insurance choice created a Positive Variance.	Positive
TOTAL	42,853.10		Positive



SHEBOYGAN COUNTY

Joel Urmanski – District Attorney
District Attorney's Office

February 28, 2018

Honorable Members of the Sheboygan County Board and County Administrator Adam Payne,

Attached, please find the 2017 Report of the District Attorney's Office. Within the report you will find a great deal of numbers concerning the output of our Office over the prior year. The report will also share some of the challenges we faced and our direction moving forward.

Unfortunately, our single greatest struggle continues to be staffing levels. With the help of the County Board, I am happy to announce that our County Funded Special Prosecutor has made an incredible difference in our Office and County. The position and the focus it has allowed on helping children has resulted in greatly increased numbers of termination of parental rights and guardianship cases and the savings of a great deal of money that otherwise would have been spent on foster care costs. More importantly, the focus on children has created permanency for many children and foster parents.

Last year brought many changes to the Office. A significant change was in personnel. Through the course of 2017 our Office hired five new prosecutors, two of whom have since moved on to other positions outside of the Office. One of the positions was the County Funded Special Prosecutor position. All of the other positions were to fill openings caused by prosecutors leaving State employment or transferring to other counties. Only one of the new prosecutors had professional experience a lawyer. The youth provided a challenge for training, which was met in part with trainings from invited guests from the Department of Corrections, Lakeshore Regional Child Advocacy Center, Wisconsin Bar Association, and local officers. While the challenges of training new prosecutors have been significant, these new additions have done some excellent work and provide opportunities for continued and future success.

Our Office also lost a long-term County employee due to retirement in 2017. Thankfully, we had excellent candidates from within the Office and were able to promote from within. The promotion led to other movement from within the Office as well as the hiring of a new employee. Again, training can pose challenges, but the team came together and we have moved forward with an excellent group of hard working employees.

While we face many more challenges looking forward to 2018, we prefer to look at the challenges as opportunities. With the support of the County, we are confident that we will continue to be successful.

Respectfully Submitted,



Joel Urmanski
District Attorney

MISSION STATEMENT AND SUMMARY OF RESPONSIBILITIES

The mission of the Sheboygan County Office of the District Attorney is to prosecute all crimes occurring within the County on behalf of the State of Wisconsin. In addition, the Office is charged with prosecuting all non-criminal traffic and ordinance citations issued in the County by the Wisconsin State Patrol, Sheboygan County Sheriff's Department and Department of Natural Resources [DNR]. Finally, the office is charged with prosecuting juvenile matters including delinquencies; Children/Juveniles In Need Of Protection or Services [CHIPS/JIPS], which included truancy violations; Termination of Parental Rights [TPR]; Guardianships; juvenile ordinance violations; and inoculation violations.

In fulfilling this mission, the Office of the District Attorney has the following responsibilities:

- (1) Efficient, ethical, lawful and timely prosecution of all cases.
- (2) Compliance with all evidentiary and procedural mandates created by statute, the United States Constitution and Wisconsin Constitution.
- (3) Recognition of, and compliance with, the "Rights of Victims And Witnesses of Crime" Act [Chapter 950 of the Wisconsin Statutes].
- (4) Assisting all law enforcement agencies in the County in legal advice and training as well as providing investigative tools such as wire "taps" and/or "traces," warrants for tracking devices, search warrants, subpoenas for records and electronic service provider warrants and subpoenas.
- (5) Establish a close working relationship with the eight (8) law enforcement agencies that serve Sheboygan County.

In order to meet these responsibilities, the Office must meld a team of State and County employees. The District Attorney, Deputy District Attorney and five full-time one part-time Assistant District Attorneys are all State employees. Starting in 2017, the Office also included one full-time County Funded Special Prosecutor. The Office Supervisor, support staff, Victim/Witness and Check Fraud Unit personnel are all County employees.

GOALS AND OBJECTIVES ACHIEVED IN 2017

The Office of the District Attorney prosecuted the following number and types of cases in 2017:

Felony [potential prison]	830
Misdemeanor [potential jail]	886
Criminal Traffic [potential jail]	462
TOTAL CRIMINAL CASES	2178
Non-Criminal, Traffic & Ordinance (including juvenile ordinances)	1473
Total CHIPS Cases	106
Total TPR Cases	18
Total Juvenile Delinquency Cases	200
Total Juvenile Guardianships	17
Total Civil Asset Forfeitures	15
TOTAL NON-CRIMINAL CASES	1829

TOTAL 2017 CASES	4007

Our overall total criminal caseload in 2017 decreased by a total of 32 cases. However, there was an increase of felony cases, which are typically the criminal cases that require the most time and effort to

prosecute. The Office received a total of **4825** referrals from law enforcement and related agencies, each one of which had to be reviewed by one of our staff members to determine what, if any, action to be taken. This number is a decrease of 156 referrals from 2016.

Our Office issued (with judicial approval) **281** search warrants in 2017, which is an increase of 69 warrants from 2016. In addition, our office issued **132** electronic service provider warrants or subpoenas or other subpoenas for records, each with judicial approval. This is a decrease of 47 from last year.

JUVENILE PROCEEDINGS

Our office reviewed **789** juvenile referrals in 2017, which is an increase of 46 referrals from 2016.

TERMINATION OF PARENTAL RIGHTS AND GUARDIANSHIP CASES

Beginning in 2017, the Office included a County Funded Special Prosecutor to allow the Deputy District Attorney to focus almost exclusively on Termination of Parental Rights and Guardianship cases. The focus included collaboration with the Department of Health and Human Services with funding and support from the County. The collaboration and focus resulted in our ability to file 12 additional TPR cases, over double last year's number, and 13 more guardianship cases, over three times the number from 2016. The added cases directly resulted in more finality for children and foster parents as well as an estimated yearly savings of over \$100,000 in County expenses that would have been spent to care for the children awaiting the filing and resolution of these cases.

CHECK FRAUD UNIT

The Check Diversion Program, established by county ordinance in 2003, allows most persons who write worthless checks to enter into an agreement with the District Attorney's office to avoid criminal prosecution. The participants are required to pay an administrative fee of \$35.00 (or 20% of the total amount of checks owed, whichever is greater) and then are given time to directly pay the victims for the issued checks, including returned check fees and costs. Once repayment is verified by the victims, no further legal action is taken.

In 2017, the Check Fraud Diversion Program returned **\$11,898.63** to victims, mostly area merchants, and generated **\$ 1,414.00** as revenue for the County from the program's administrative diversion fee. The Check Fraud Diversion Program had a total expense of \$6,185.53, which equates, after subtracting the diversion fee, to a tax levy amount of \$4,771.53.

ASSET FORFEITURES

The County Funded Special Prosecutor has been solely responsible for all asset forfeiture actions. While a number of the cases filed in 2017 remain open, four cases have resolved with a total forfeiture of \$6,789.00.

BUDGET

A) 2017 Performance

Out of our **\$ 1,026,325.59** actual budget with a property tax levy of **\$753,759.00**, we experienced an overall positive variance of **\$ 41,310.40** for 2017. The majority of this was due to vacant positions in the Office through the year and Victim/Witness reimbursements being higher than anticipated.

B) 2018 Budget

Our approved budget for 2018 is **\$1,061,134.00** with a property tax levy of **\$737,182.00**.

ISSUES AND CHALLENGES AHEAD

The responsibilities and duties of our Office provide great challenges. We face the incredible responsibility of enforcing the law to protect the residents and visitors of the County while also trying to help victims heal and defendants to become productive members of society. Our jobs become more challenging in light of the adverse effects that drug use, especially heroin and methamphetamine, are having in our communities; the trauma that so many people are suffering, especially children who are growing up in homes with domestic violence; and the prevalence of human trafficking.

Having adequate time and training to appropriately address these and other issues has been a struggle. A recent amendment to Senate Bill 54, which has passed the Assembly but may face a serious challenge in the Senate, would add two State funded prosecutors to the Office. These added positions would create an incredible opportunity for our Office to allocate time, people, talents and resources to addressing crimes that directly hurt people in our communities.

Another challenge is having the time and people to not just respond after a crime has occurred, but to be proactive. It is my position that our Office cannot merely be responsive to crime; rather we must use our unique positions to be proactive and prevent crime. Educating our youth about healthy relationships, sexual assaults, sexting and other topics helps prevent crime and protect our children. Identifying people who suffer the consequences of living with trauma, especially children, and facilitating services and resources for these people will help prevent crime and victimization. These efforts take time and resources that are difficult to secure with current staffing levels.

Challenges also exist in trying and maximize the criminal justice system's ability to provide rehabilitation. The probation and parole system is overworked with agents supervising far too many individuals at one time. While some counseling and treatment resources exist in the County, there is a need to determine how we can maximize these resources and bring others to the County so that those who violate the law but are truly motivated to change can receive the resources, treatment and counseling that is appropriate for their needs. In charging and resolving over two thousand cases each year, our Office has the ability to help these defendants and thereby their families, friends and the entire County.

GOAL AND OBJECTIVES FOR 2018

The District Attorney's Office will continue efforts commenced in 2017 and initiate new ones with the goal of protecting our communities. These efforts will include helping victims, working on enhanced rehabilitation for appropriate defendants and working proactively to prevent crime.

To better help and serve our victims, our Office will continue many initiatives from 2017. For example, we will continue our collaboration with Safe Harbor to provide advocates to help victims of sexual assault and domestic violence. This includes continuing our commitment to an Education and Resource Discussion program with victims of domestic violence. Last year, the program helped 71 victims of domestic violence receive information and resources to protect themselves and their families.

We will also move forward with initiatives to better serve and help our victims. For example, in April we will host an Assistant Attorney General who will give a presentation to the prosecutors in our Office as well as other legal professionals in the County about the intersection of trauma and domestic violence. We will also continue other training efforts to ensure that our care for and treatment of victims is trauma informed.

To improve rehabilitation opportunities for suitable defendants, our Office will move forward with two specific initiatives. First, I coordinated a group of professionals to investigate whether Sheboygan County should establish a domestic violence treatment court and to evaluate treatment providers to provide quality, trauma informed batterer's treatment. While any domestic violence treatment court is more than a year away from possible creation, I hope that quality treatment can become a reality near the end of the year.

The second initiative to enhance rehabilitation will be a coordinated effort to assess appropriate defendants and identify quality treatment for those who are accepting and motivated for it. This effort will include collaboration between the District Attorney's Office and multiple treatment providers.

To prevent crime, our Office will continue efforts to educate our youth. I have already been involved in multiple meetings with members of the Sheboygan Area School District to discuss the multitude of areas where prosecutors can provide education and prevention efforts to administrators, counselors, social workers, teachers and students. I would like to expand these efforts to directly help the youth of Sheboygan County.

Our efforts will also continue to include providing our prosecutors and staff with training opportunities to ensure that we are the best trained, most knowledgeable professionals ready to meet the challenging work handled by our Office.

SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT
OFFICE OF THE SHERIFF

Cory Roeseler, Sheriff
James Risseeuw, Inspector

Phone: (920) 459-3111 FAX: (920) 459-4305

TO: Law Committee

FROM: Inspector James Risseeuw

DATE: March 15, 2018

RE: 2018 Budget Adjustments

The Sheriff's Dept. is requesting permission to go to the finance committee with a 2018 budget adjustment for grants received. The adjustments are budget neutral.

The Sheriff's Dept. received the Traffic Enforcement Grant which runs from November 1, 2017 through September 30, 2018. The Sheriff's Dept. is the lead agency for this task force which allows any other County law enforcement agency to participate if they so choose. We are requesting an adjustment for the overtime that will be incurred in 2018 for these details. \$30,000 is for the Sheriff Dept. and \$45,000 for the other agencies.

The Sheriff's Department also received a training grant for the Haz-Mat team and is requesting an adjustment for the cost of the class, \$2,279.

The City Police Department is the lead agency for the OWI Task Force for 2017/2018 and the Sheriff Department is participating in the Task Force. We are requesting an adjustment for the overtime we expect to incur, \$13,000 for patrol and \$5,000 for dispatch.

Thank you for your consideration.

MEMO

TO: Inspector Risseeuw

FROM: Mary Fetterer

RE: Outstanding Civil & Copy Fees - 10/16-12/17

DATE: March 14, 2017

Repeated attempts have been over the past year via mail and personal phone calls to collect overdue fees. The following are still outstanding and I am requesting they be submitted to be declared uncollectible.

NAME	DATE	AMOUNT
CIVIL INVOICES		
SPRINGS HOMES, LLC	7/27/17	75.00
SPRINGS HOMES, LLC	7/27/17	75.00
SPRINGS HOMES, LLC	8/29/17	75.00
SPRINGS HOMES, LLC	8/31/17	150.00
SPRINGS HOMES, LLC	10/6/17	75.00
SPRINGS HOMES, LLC	10/11/17	150.00
SPRINGS HOMES, LLC	10/17/17	150.00
SPRINGS HOMES, LLC	10/20/17	150.00
SPRINGS HOMES, LLC	10/26/17	75.00
SPRINGS HOMES, LLC	10/26/17	150.00
SPRINGS HOMES, LLC	12/19/17	75.00
STRAWN, JARRETT	1/31/17	60.00
SWEIGERT INV	7/19/17	75.00
SWEIGERT INV	8/29/17	150.00
SWEIGERT INV	10/6/17	150.00
TRINA HOMES LLC	7/26/17	75.00
TRINA HOMES LLC	8/23/17	75.00
TRINA HOMES LLC	8/23/17	75.00
TRINA HOMES LLC	10/26/17	150.00
TOTAL		2,010.00

COPY INVOICES

AFFIRMATIVE RISK MANAGEMENT	3/3/17	7.50
COHEN, BARRY ATTORNEY	8/7/17	10.00

COHEN, BARRY ATTORNEY	8/7/17	10.00
COHEN, BARRY ATTORNEY	9/11/17	10.00
COHEN, BARRY ATTORNEY	9/14/17	10.00
HECKES, ROBERTA ATTORNEY	10/17/17	10.00
KAEHNE LAW GROUP	8/31/17	7.50
KAEHNE LAW GROUP	9/7/17	19.50
KAEHNE LAW GROUP	9/11/17	10.00
LANNING LAW OFFICE	8/22/17	80.00
LAUN LAW OFFICES	9/20/17	60.00
LIMBECK, GEORGE ATTORNEY	8/16/17	10.00
LIMBECK, GEORGE ATTORNEY	10/10/17	10.00
LIMBECK, GEORGE ATTORNEY	10/13/17	10.00
MULLISON, HELEN ATTORNEY	7/27/17	10.00
MULLISON, HELEN ATTORNEY	8/29/17	10.00
NAGEL, ROBERT ATTORNEY	11/20/17	10.00
NELSON LAW FIRM LLC	9/25/17	12.00
ROBINS, IRA	5/16/17	5.75
SCHMAUS LAW OFFICE	3/8/17	5.75
SECURA INSURANCE	8/31/17	16.00
SHAWN THAO LAW FIRM	9/25/17	10.00
TYNAN, JACOB	8/23/17	10.00
UMPLEBY LAW OFFICES	10/31/17	10.00
UMPLEBY LAW OFFICES	11/9/17	10.00
VON BRIESEN & ROPER	12/14/17	24.75
WALES, SCOTT ATTORNEY	11/20/17	10.00
WELLS, ROBERT ATTORNEY	2/14/17	40.00
WINGROVE LAW OFFICES	9/25/17	10.00
WINGROVE LAW OFFICES	11/27/17	10.00
WINKLER LAW FIRM	10/14/16	10.00
WINNER WIXON LAW	12/29/17	11.25
TOTAL		490.00

For the Committee's information in 2017 we collected \$81,640.00 in civil fees and \$11,9

Thank you.

collect theses
to the Law Committee

WELLS, ROBERT ATTORNEY	1/22/15	20.00
WELLS, ROBERT ATTORNEY	11/10/15	20.00
WELLS, ROBERT ATTORNEY	1/26/16	30.00
WELLS, ROBERT ATTORNEY	2/23/16	10.00
WELLS, ROBERT ATTORNEY	3/8/16	20.00
WELLS, ROBERT ATTORNEY	11/30/16	10.00
WELLS, ROBERT ATTORNEY	12/27/17	20.00
TISHBERG, MARK ATTORNEY	10/31/16	20.00

LETTER SENT 2/21/17 FROM CC
NO PAYMENT ON THESE INVOI
ATTORNEY ROBERT WELLS

82.72 in copy fees.

DRP COUNSEL
CES FROM



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 03/12/18

To: Law Committee Members

From: Inspector James Risseeuw

Position Request:

Position: Correctional Assistant

Reason for Vacancy: Resignation

Justification: Position needed to provide clerical duties associated with jail booking process, maintaining records, and jail visitation.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:

Is this position within the Department's annual operation budget? Yes No

If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

Costs:

DBM Salary Range of Requested Position: B21

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$33,344	\$22,747	\$55,091

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature _____ Date: _____

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:

1. Department Head completes VPR.
2. Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature **(salaried positions only)**.
4. HR begins recruitment process.